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Sent: Thursday, August 27, 2009 11:56 AM

Subject: ORAL INTERVIEWS: Target Tech in Texas (T3) Collaborative Grant - American Recovery and Reinvestment Act (ARRA) of 2009

This is a reminder that your district/organization has been selected as a finalist for the Target Tech in Texas (T3) Collaborative Grant – American Recovery and Reinvestment Act (ARRA) of 2009 and has also been scheduled to participate in an oral interview via a conference call next week. An applicant must participate in the oral interview process to be considered for funding.

At the scheduled time of the interview, have the representatives who are participating in the interview ready and available to receive a phone call from TEA Staff. Be advised of the following:

-Introductions of the representatives will not be necessary. The panelists will have a list of all participants in the interview.

-There will be four questions asked during the interview. You will be scored on **all** four questions.

-You will have **six** minutes each for questions 1-3 and **two** minutes for question 4. So that you will be able to address all them, if you exceed the allotted time for a question, a panelist will notify you of such and the next question will be asked.

-Representatives are not allowed to ask questions of the panelists.

-Award announcements should be made in a week to 10 days after the conclusion of the interviews.

Again, please review the following information regarding the interview process/structure.

Interview Process and Structure

- There may be no more than **6** representatives to participate in the conference call, and the 6 representatives must consist of at a minimum members of the leadership/implementation team, including, but not limited to, the superintendent, executive director, grant manager/director, and any other appropriate key staff that might be involved with or knowledgeable of the project.
- All applicants will be allotted **20** minutes to participate in the Oral Interview process. Applicants are not required to use the entire time allotted, but it will be made available.
- All applicants will be asked the same set of interview questions.
- **IMPORTANT:** Vendors and/or contracted grant writers that **are not** employed as part of the applicant organization or district as full-time employees **are not** permitted to attend or participate in the conference call.

Thanks,

Trenton Engledow

Discretionary Grants

Texas Education Agency

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